



# career opportunity

## California Department of Technology

General Ledger and Accounts Receivable/  
Financial Management Branch/Administration Division  
Accounting Officer (Specialist) \$4,016-\$5,029  
May consider an Accountant Trainee \$3,388 - \$4,040  
Final File Date: Until Filled

### Who Are We?

Operating within the California Department of Technology, the Administration Division provides critical administrative support to all of the department's divisions and offices. We provide the correct staffing resources and the funding needed to meet the service delivery and support requirements of our 500 state, county, and federal customers. We are on the front lines of providing many important services the department depends on, including budgeting, rate development, accounting, financial reporting, facilities management, procurement, and human resources.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. We are located in the Rancho Cordova area and offer free parking.

### What You'll Be Doing...

As an Accounting Officer (Specialist), you will be responsible for utilizing technical expertise and analytical skills in the General Ledger and Accounts Receivable Section of the Department of Technology Accounting Office. This section is responsible for recording the department's financial data in the general ledger, collecting and depositing cash, maintaining the accounts receivables, disbursing payroll, printing revolving fund checks, maintaining financial records for assets and depreciation, and preparing annual financial statements. The section serves as the subject matter experts for the General Ledger and Accounts Receivable modules in the PeopleSoft Financial system. The Accounting Officer possesses the skill level to work independently to prepare journal entries and reconcile various accounts using PeopleSoft, Remedy Fixed Assets, the Treasurer's deposit system, etc. The Accounting Officer has developed the skill level to work independently with internal/external customers, administration staff and control agencies.

For a more complete description, click on [Accounting Officer \(Specialist\)](#) and [Accountant Trainee](#) to view the Duty Statement.

**Note: This position may be transferred to the California Office of Emergency Services effective 7/1/2016.**





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## Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Knowledge of accounting procedures, State rules and regulations, and generally accepted accounting principles (GAAP)
- Apply accounting principles and procedures
- Analyze data and draw sound conclusions
- Establish and maintain cooperative relations with those contacted in the work environment
- Speak and write effectively, plan, organize
- Continuously review accounting processes to ensure practices meet state and departmental requirements

## How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY  
P. O. Box 1810  
Rancho Cordova, CA 95741-1810  
Attn: Ann, RPA 15-009  
Inquiries: Anh Nguyen ( 916) 431-5438

**When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.**

If you are not currently in state service, you must take, pass, and place within a reachable rank of the exam which corresponds with the **Accounting Officer (Specialist) or Accountant Trainee** classification. These exams can be accessed at the California Department of Human Resources' website at <http://www.jobs.ca.gov>.

## The Fine Print...

Applications will be accepted only from individuals currently at the **Accounting Officer (Specialist) or Accountant Trainee** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

